



**United States  
Department of  
Agriculture**

Office of the Chief  
Financial Officer

**MEMORANDUM**

October 14, 2008

1400 Independence  
Avenue, SW

Washington, DC  
20250

**TO:** Distribution

**FROM:** Michael W. Clanton   
Associate Chief Financial Officer for Financial Systems, Planning and  
Management

**SUBJECT:** USDA SmartPay 2 Government Travel Card Transition from Bank of  
America to US Bank

The United States Department of Agriculture (USDA) will transition its government travel card program from the Bank of America (BOA) to US Bank. This SmartPay 2 transition will be effective November 30, 2008. This transition requires the need to update the new GovTrip travel system with the new Individually Billed Accounts (IBA) as well as the Centrally Billed Accounts (CBA). In addition, this transition will require a temporary change to the Split Pay Disbursement process utilized by the USDA for payment to the Government Charge Card SmartPay2 provider. Split disbursements on behalf of the employee paid directly to the bank will be temporally suspended for a period of time. During this period of time, the employee will be responsible to pay for any travel expenses charged to the traveler's IBA. More details discussing this process are noted below.

This transition and the necessary steps to accomplish this transition have been coordinated with the Travel Policy Users Group (TPUG). The following steps with the associated dates and times that are required to smoothly transition from BOA to US Bank are as follows:

1. US Bank started to issue the new travel cards on October 1, 2008, and will continue through November 15, 2008. The card holders should activate the new cards when received; however, the new cards cannot be used until November 30, 2008.
2. If possible, it is recommended that the agencies stop issuing new BOA travel cards after November 15, 2008.
3. The BOA travel cards will expire at 12:00AM EST on November 29, 2008. It is recommended that existing travel reservations booked in GovTrip be ticketed and vouchered for payment by 6:00PM EST on November 25, 2008.

4. The GovTrip Travel system will be unavailable for on-line booking from 9:00PM EST on November 25, 2008, until 12:01AM EST on November 30, 2008. Any required travel during this time period will be considered emergency travel and will be reserved offline by calling the 866-569-5334 GovTrip reservation line. A post trip authorization and voucher will be submitted in GovTrip for employee reimbursement.
5. Split disbursement to the SmartPay providers will be turned off on November 25, 2008, and will be re-instituted on January 5, 2009. During this time period, the employee will be responsible to pay for any travel expenses charged to the traveler's IBA. The amount of reimbursement will not be disbursed directly to the bank on behalf of the employee. A message will be displayed on the GovTrip home page and the individual traveler's welcome screen notifying the traveler of the responsibility for paying the bank charges through January 4, 2009.
6. On November 14, 2008, USDA will provide a master file of government charge card numbers to GovTrip for uploading to the individual profiles or organizations contained in the GovTrip travel system.
7. Beginning November 18, 2008, GovTrip will perform data validations on the master credit card file. In addition, Govtrip will begin providing exception reports to the Associate Chief Financial Officer for Financial Policy and Planning (ACFO-FPP) for review and follow up.
8. GovTrip will begin uploading the master file of government charge card numbers to the individual profiles or organizations contained in the GovTrip travel system after the system is taken off-line on November 25, 2008.
9. GovTrip will provide exception reports to USDA indicating any issues noted during the IBA and CBA card upload to GovTrip on November 26, 2008.
10. On November 26, 2008, the ACFO-FPP will distribute the exception reports to the TPUG for review and correction in the GovTrip System. Any required travel card corrections in GovTrip must be completed before November 30, 2008.
11. On November 30, 2008, GovTrip will be available for on-line booking of Government Temporary Duty travel.

If you have any questions or require additional information, please contact me at 202-690-3068 or email Mike.Clanton@usda.gov, or have a staff member contact Kay Levy at 202-619-7648 or Kay.Levy@usda.gov, or Jerry Chenault at 202-720-5957 or Jerry.Chenault@usda.gov or Jeffery Boudreaux at 202-619-7635 or email Jeff.Boudreaux@usda.gov, or Dennis Secketa at 504-426-5680 or email Dennis.Secketa@usda.gov.

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